

**JOB ANNOUNCEMENT**  
**#2016-009, Posting Date March 1, 2016**  
**LEGISLATIVE SECRETARY**

The Legislative Research Commission is conducting continuous recruitment for the position of Legislative Secretary. Applicants meeting the qualifications listed below will be placed into a hiring pool of candidates to be selected as hiring need arises. Qualified applicants will be well organized, have excellent communication skills, and possess a working knowledge of Microsoft Office programs. Since the main responsibility of this position is to assist legislators with their legislative duties, this person must possess excellent organizational skills, demonstrate initiative, and exhibit good judgement and discretion.

**Typical duties will include:**

- Greeting visitors and assisting with their requests;
- Typing correspondence, reports, speeches, and other documents of a confidential nature;
- Maintaining legislators daily schedule;
- Making travel arrangements for legislators, when necessary, and assisting with reimbursement;
- Arranging appointments, tours, photos, etc.
- Assisting in the production of legislative citations;
- Contacting constituents and assisting with their requests;
- Answering the telephone, taking messages, and making appropriate referrals;
- Completing forms and requests;
- Filing documents, and other duties that may arise;

**Qualifications:**

Candidates for this position should possess either two (2) years of college course work in English, journalism, business, or a related field plus two (2) years of employment experience; **OR** a High School diploma with four (4) years experience in office work, public relations, communications, business, or a related field..

Application Deadline: The review of applications will begin immediately and positions will remain open until filled.

**How to Apply:**

All persons meeting the qualifications and who are interested in this position are encouraged to submit a cover letter and current resume.

Please send a completed state application or resume via email to [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

William J. O'Brien  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex Room 104  
Frankfort, Kentucky 40601